



City of Sunnyvale Neighborhood Association Registry Grant Application



Grant Explanation and Eligibility

The City of Sunnyvale is offering a one-time \$100 start-up grant to neighborhood associations, formed since January 2003, who are eligible for and join the new neighborhood registry (see special agreement). The purpose of the grant is to help new associations become established and successful. To be eligible for any portion of the grant monies twenty dollars must be used to attend the *United Neighborhoods of Santa Clara County's Annual Conference* (held in the fall). The remaining \$80 is available for start-up activities, such as beginning a newsletter or holding a neighborhood event.

Grant Application Process

Fill out the grant application form attached and return it to the Community Outreach Coordinator, City of Sunnyvale, Office of the City Manager, P.O. Box 3707, Sunnyvale, CA 94088-3707.

Applications must be approved in advance of spending the grant money. You may begin your project after you receive written City approval and must expend the funds within one year of receipt of the approval letter.

You will not receive the grant in a lump sum payment. Rather, you must invoice the City for reimbursement of approved expenses incurred, up to the grant amount. All original receipts must be submitted with a completed Request for Reimbursement form.

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Name and Signature of Association Chair (Authorized Representative)

Signature: _____
Name: _____
Title: _____
Association: _____
Date: _____
Phone/email: _____
Address: _____

Neighborhood Event Requirements

If you are planning a neighborhood event all residents within the association must be invited and it must be free. You are also responsible for obtaining all necessary permits from applicable City Departments and timely payment of any fees.

Grant Proposal

1. Attach a brief description of your proposal. What is the goal of your proposal and how it will support the growth of your neighborhood association? Include a project timeline with key dates and activities.
2. In the table below, provide an itemized budget supporting your proposal.
(Remember \$20 of the \$100-grant must be used to attend the *United Neighborhoods of Santa Clara County's Annual Conference*).

Budgeted Cost	Purpose	Amount
United Neighborhoods of SC County	Annual Conference	\$ 20.00
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total Budget		\$ 100.00

While we will do our best to expedite our reply, please allow four weeks for a response.

Questions?

Please call (408) 730-7472 or email ncs@ci.sunnyvale.ca.us.